

CONTRACT LETTING PREPARATION SCHEDULE FOR 2006

March 30, 2005

Bid Letting	Plans to DRU	Ready for Letting Doc. To CC*	DBE Estimates To EOD**	Print Plans & Review Response	PSE To FHWA	Ready to Advertise & Qual. Est.	PSE Corrections	Proposal Completed & Printed	Revisions Completed	Engineers Estimate
Date	14 Weeks	13 Weeks	10 Weeks	8 Weeks	6.7 Weeks	6 Weeks	5.3 Weeks	5 Weeks	1 Week	1 Day
1/18/06	10/12/05	10/19/05	11/9/05	11/23/05	12/2/05	12/7/05	12/12/05	12/14/05	1/11/06	1/17/06
2/15/06	11/9/05	11/16/05	12/7/05	12/21/05	12/30/05	1/4/06	1/9/06	1/11/06	2/8/06	2/14/06
3/15/06	12/7/05	12/14/05	1/4/06	1/18/06	1/27/06	2/1/06	2/6/06	2/8/06	3/8/06	3/14/06
4/19/06	1/11/06	1/18/06	2/8/06	2/22/06	3/3/06	3/8/06	3/13/06	3/15/06	4/12/06	4/18/06
5/24/06	2/15/06	2/22/06	3/15/06	3/29/06	4/7/06	4/12/06	4/17/06	4/19/06	5/17/06	5/23/06
6/21/06	3/15/06	3/22/06	4/12/06	4/26/06	5/5/06	5/10/06	5/15/06	5/17/06	6/14/06	6/20/06
7/19/06	4/12/06	4/19/06	5/10/06	5/24/06	6/2/06	6/7/06	6/12/06	6/14/06	7/12/06	7/18/06
8/16/06	5/10/06	5/17/06	6/7/06	6/21/06	6/30/06	7/5/06	7/10/06	7/12/06	8/9/06	8/15/06
9/13/06	6/7/06	6/14/06	7/5/06	7/19/06	7/28/06	8/2/06	8/7/06	8/9/06	9/6/06	9/12/06
10/18/06	7/12/06	7/19/06	8/9/06	8/23/06	9/1/06	9/6/06	9/11/06	9/13/06	10/11/06	10/17/06
11/15/06	8/9/06	8/16/06	9/6/06	9/20/06	9/29/06	10/4/06	10/9/06	10/11/06	11/8/06	11/14/06
12/13/06	9/6/06	9/13/06	10/4/06	10/18/06	10/27/06	11/1/06	11/6/06	11/8/06	12/6/06	12/12/06

* Federal funded - District Doc. to CC

** State funded - District Doc. to CC, including the Contract Requirements Worksheet.

Tracking meeting will be on Wednesday 1 week before the Letting, unless otherwise notified.

INDIANA DEPARTMENT OF TRANSPORTATION
CONTRACT SERVICES COMMUNICATION

March 30, 2005

TO: DISTRIBUTION
FROM: Michael R. Beuchel, Contract Services Manager

RE: CONTRACT LETTING PREPARATION SCHEDULE FOR 2006

The attached schedule establishes dates that key events shall be complete prior to a bid letting date. The schedule is very tight for bid lettings which have a large number of contracts and therefore, must be observed. We seek the cooperation of all concerned in this matter.

The abbreviations shown on the schedule are identified as follows:

CC – Contracts and Construction Division
DBE – Disadvantaged Business Enterprise Program
PSE – Plans, Specifications, and Estimates Letter
DRU – Design Records Unit
PB – Proposal Book

EOD – Economic Opportunity Division
FHWA – Federal Highway Administration
FMIS – Federal Management Information System
CIB – Contract Information Book
SOPI – Schedule of Pay Items

A brief explanation for each column heading is provided as follows:

<u>Bid Letting</u>	The date that contract bids are opened for a group of contracts.
<u>Ready for Letting Doc. To CC</u>	The latest date that the Design Division and Districts provide 2 sets of final plan prints, estimate of quantities, cost estimate, and special provisions, menu and attachments for each contract.
<u>DBE Estimates to EOD</u>	The date that an estimate for each Federal Aid contract is provided to the EOD for setting the DBE goal.
<u>Print Plans & Review Response</u>	The last date that the signed original plan sheets are forwarded to the Image Production Section for printing. Also, the date the district returns the Contract Requirements Worksheet with documents to CC for in-house & consultant contracts.
<u>PSE to FHWA</u>	The date that the last PSE submission for the bid letting is made to the Federal Highway Administration. Estimates are to the Prequalification Engineer for contract qualifications.
<u>FMIS Approval</u>	The date that all contracts should have FMIS approval from FHWA. Finance checks the STIP, and enters the data into the FMIS system. FHWA should provide approval in +/-5 days.
<u>Ready to Advertise & Qual. Est.</u>	All documents, necessary additional information, and corrections have been received and processed and the proposal books are ready for reproduction
<u>PSE Corrections</u>	The date that all PSE submission problems identified by FHWA are resolved.
<u>Revisions Completed</u>	The date that all revisions to contracts on the bid letting are completed and are being distributed to prospective bidders and plan holders.
<u>Engineer's Estimates</u>	The date that the confidential Engineer's Estimates are finalized.